

**Alberta and Northwest Conference
The United Church of Canada**

**ANN MAZUR MEMORIAL FUND
CAPITAL ASSISTANCE, CHURCH DEVELOPMENT AND REDEVELOPMENT**

LOAN APPLICATION FORM

Purpose of the Ann Mazur Memorial Fund:

Support for projects up to \$20,000, primarily for Congregations in development or redevelopment situations. Please read the Guidelines for Applicants on Page 4 of this form.

Please complete 3 copies:

1. Alberta and Northwest Conference
2. Presbytery
3. Local records

IDENTIFICATION

Pastoral Charge/Unit Name:			
Mailing Address:			
	Telephone:	()	Fax: ()
Presbytery:			
Revenue Canada Business #:			
Cheque to be made payable to:			
Contact person:		Telephone:	()
Trustees: (attach List if more than five)			
Full Name	Occupation	Address	

PROJECT PROPOSAL

Check all that apply:

- Church Manse Other Specify: _____
 New Construction Renovation Addition

1. Please write a brief description of the proposed project and its intended accomplishment, including a statement of the mission design (purpose of the project), including goal, strategy and timeline for construction. Sketch a plan of the proposed project on a separate sheet.

FINANCIAL PLAN

A Total Expenses: \$ _____

B Resources

- | | | |
|---|----------|---------------------------|
| 1. Cash on hand: | \$ _____ | |
| 2. Pledges payable before purchase/construction date: | _____ | |
| 3. Pledges payable after purchase/construction date: | _____ | |
| 4. Value of volunteer labour, donated materials | _____ | |
| 5. Sale of property (specify): _____ | _____ | |
| 4. Other (specify): _____ | _____ | Subtotal: \$ _____ |
| 5. Local Borrowing:: | _____ | |
| 8. ANN MAZUR MEMORIAL FUND Loan Request: | _____ | Subtotal: \$ _____ |
| | | TOTAL: \$ _____ |

Resources should equal expenses. If there is a difference, please explain: _____

ABILITY TO REPAY

1. Please submit a copy of the most recent fiscal year's audited/reviewed financial statement and the approved budget for the same year.
2. Please submit a copy of the current year-to-date financial statement disclosing all bank balances, financial investments, financial assets and financial liabilities; and a copy of the current year's approved budget. If you hold investments or reserves, please indicate any restrictions that may apply to the use of each fund.
3. Repayment period required is _____ years (maximum 10).
4. If the application is approved, to what BOARD or COMMITTEE should the cheque be made payable?

To whom should repayment notices be sent?

Name: _____

Address: _____

ACTION OF PASTORAL CHARGE/UNIT

It was duly moved by _____, and seconded by _____, and carried: that the Trustees of _____ be authorized and directed to make application to the Ann Mazur Memorial Fund of Alberta and Northwest Conference for a loan of \$_____; to make application to _____ Presbytery for its consent to this; to sign an Agreement to Repay the loan approved by the Appeals and Grants Committee of Alberta and Northwest Conference; and to conform to the regulations that govern the Ann Mazur Memorial Fund.

Signed on behalf of _____

Date of _____ Meeting: _____

Chairperson or Secretary

The Secretary of the meeting will complete this form in triplicate, and forward all copies to the Secretary of the Presbytery for Presbytery action.

ACTION OF THE PRESBYTERY

The foregoing application was duly considered at a meeting of _____ Presbytery, held on _____, 20__ at _____, and the request for a loan totaling \$_____ for a term of _____ years was approved by Presbytery at this meeting.

- a. In approving this request, the Presbytery affirms that the project being undertaken is sound, valid, and necessary for future ministry in this location, and that the Presbytery will continue its function of the oversight of this project.
- b. The Presbytery also declares that the Pastoral Charge/Unit, in its considered opinion, will be able to repay the loan requested in the term approved by the Presbytery.
- c. The Presbytery explicitly agrees with the Appeals and Grants Committee of Alberta and Northwest Conference that it will not grant consent to a request from the above Pastoral Charge/Unit for selling, mortgaging, leasing, or in any way encumbering its property, or increasing its debt load for capital purposes, while this loan, or any part of it, is unpaid, except as is expressly agreed to in writing by the Appeals and Grants Committee of Alberta and Northwest Conference.

Signed on behalf of _____ Presbytery.

Date of Presbytery Meeting: _____.

Secretary of Presbytery

The Secretary of the Presbytery will forward one completed form to Alberta and Northwest Conference and one to the Pastoral Charge/Unit, and retain one copy for the Presbytery files.

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GUIDELINES FOR APPLICANTS

1. These funds will be available for Capital Projects, which meet New Church Development or Church Redevelopment criteria, as follows
 - a. FUNDING
 - Where General Council loans are insufficient or cause hardship, with a limit of \$20,000
 - For smaller projects, not over \$20,000, where the entire project may be done with this assistance, enabling a project to retain identity with the fund
 - b. CATEGORIES
 1. A new community of faith in an urban area
 2. A new community of faith in a new town [e.g., new resource town development]
 1. A new ethnic Congregation
 2. A small Congregation overtaken by urban development, i.e., an existing Congregation in a geographic location which has changed from rural or village to urban
 - i. Building a new church building
 - ii. Significantly expanding an existing building
 - iii. Responding to new needs in the community
 3. A community of faith, rural or urban, whose mission focus is changing significantly in response to changes in its community
 - c. GENERAL CRITERIA

The application shall include:

 1. Presbytery endorsement of the application
 2. A plan for adequate and effective on-going supervision by the Presbytery
 3. A copy of the Mission Design approved by the Presbytery, including goals, strategy and timeline for implementation
 4. Evidence that local and Presbytery financial resources have been researched and, where possible, drawn upon
2. These funds will be available under the following guidelines for allocation:
 - One third (1/3) through the Church Development Society of Calgary Presbytery
 - One third (1/3) through the Church Development Council of Edmonton Presbytery
 - One third (1/3) to the rest of the Alberta and Northwest Conference
3. These funds will be made available to specific projects, as follows:
 - Interest-free for the first three (3) years
 - Repayable at 5% interest over the next seven (7) years, the total to be repaid within ten (10) years, unless otherwise negotiated with the Appeals and Grants Committee of Alberta and Northwest Conference